



How to Create a Secure Access Washington (SAW) Account

In order to access Commerce applications, you will need to create a Secure Access Washington (SAW) account. If you already have a SAW account, then you do not need to create a new one. If you do not have a SAW account, go to:

<https://secureaccess.wa.gov/>

You will see a login screen. If you do not already have an account, select “create one”.

SAW SecureAccess WASHINGTON

Login to your SecureAccess Washington Account

User ID:

Password:

LOGIN

Do not have an account? [Create one](#)

- Forgot your User ID?
- Forgot your password?
- Haven't received activation email?
- Activate your account

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You'll be taken to a page briefly describing the account creation process. From there, select “Start”.

SAW SecureAccess WASHINGTON

1 Name & email address 2 Username & password 3 Review your information 4 Validate 5 Check your email 6 Login to your account

Create an Account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

START

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The first step in the process is to enter your personal information, including selecting a secret question and answer. The secret question and answer will be used to identify you if your email address changes and you forget your password.

The screenshot shows the 'SecureAccess WASHINGTON' registration interface. At the top, a progress bar indicates six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. Step 1 is currently active. The main heading is 'Enter your personal information'. Below this, there are input fields for 'Name' (containing 'Leslie Wolff'), 'E-mail Address' (containing 'leslie.wolff@commerce.wa.gov'), and 'Confirm E-mail' (containing 'leslie.wolff@commerce.wa.gov'). The 'Secret Question' is selected from a dropdown menu, and the 'Question Answer' is entered in a text field. The dropdown menu for 'Secret Question' is open, showing options: 'What was your first teachers last name?', 'What city were you born in?', 'What city did your first airplane ride take you to?', 'Who was your best childhood friend?', 'What was the name of your first permanent employer?', 'By what nickname did your friends call you when you were a child?', and 'What was the mascot of your high school football team?'. At the bottom, there is a copyright notice: '© Copyright 2013 Washington State Department of Consolidated Technology Services All Rights Reserved' and links for 'Privacy Notice' and 'Help'.

After you enter your personal information and create your question and answer, you'll be asked for a User ID and Password.

The screenshot shows the 'SecureAccess WASHINGTON' registration interface, Step 2: Create a user ID and password. The progress bar at the top shows six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. Step 2 is currently active. The main heading is 'Create a user ID and password'. Below this, there is a note: 'NOTE: We value the security of your personal information. In order to protect this information, your password will expire every 24 months or 13 months depending on application access. Also, your password should not include a dictionary word.' Below the note, there are input fields for 'User ID' (containing 'NewUser'), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). At the bottom, there are two orange buttons: 'PREVIOUS' and 'NEXT'. At the bottom of the page, there is a copyright notice: '© Copyright 2013 Washington State Department of Consolidated Technology Services All Rights Reserved' and links for 'Privacy Notice' and 'Help'.



After creating a user id and password, you'll be given the opportunity to review and print your information.

SAW SecureAccess WASHINGTON

1 Name & email address 2 Username & password 3 Review your information 4 Enter security check 5 Check your email 6 Login to your account

Review your information

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

Name: Leslie Wolff


The next step is to enter a security code. The security code is not case sensitive.

SAW SecureAccess WASHINGTON

1 Name & email address 2 Username & password 3 Review your information 4 Enter security check 5 Check your email 6 Login to your account

Enter security check

Please enter the security code (Not case-sensitive):
The security code helps us to prevent massive user sign-up from robot programs.



In the box below, enter the security code you see above: ([Click here if you cannot read the code](#))

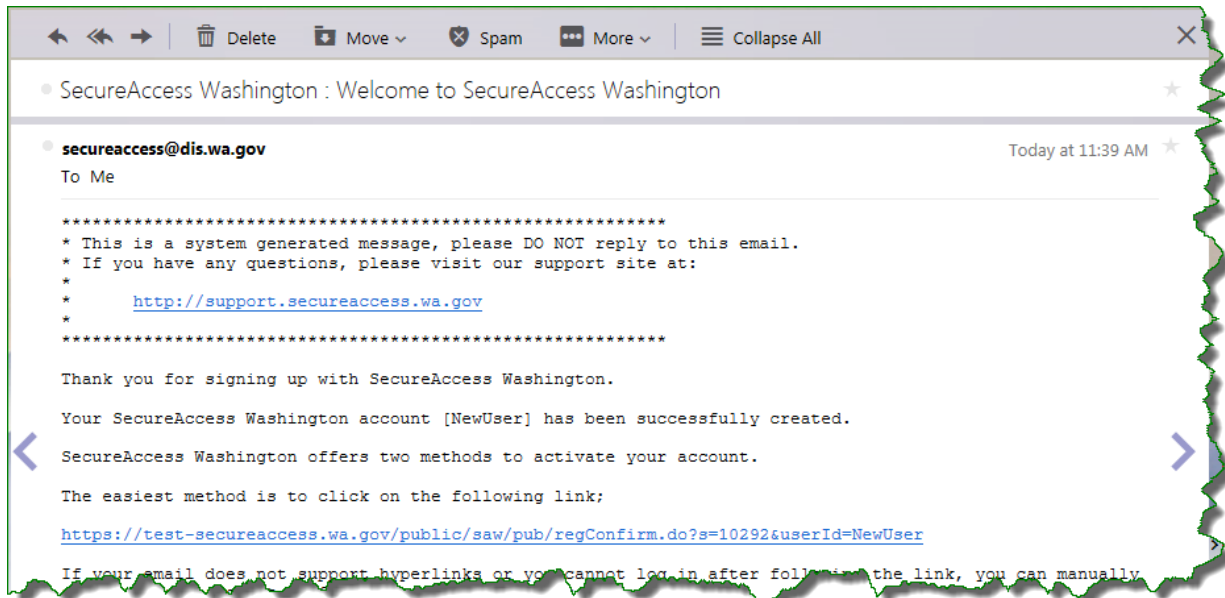
PREVIOUS **SUBMIT**

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After you input your security code, you will be sent a confirmation email.



Click on the hyperlink in the email. You will be taken to another log in page. This is where you enter your user id and password and access your account for the first time.



Once you've logged into SAW, you can add your selected services by clicking on the "Click here to add services" link. This will take you to a list of agencies that you can choose from. Click on Commerce to see the list of available applications you can apply for.

The screenshot shows the SAW SecureAccess Washington interface. At the top, there's a header with the SAW logo, 'SecureAccess WASHINGTON', and a 'Welcome, NewUser' message with a 'Logout' button. Below the header are three tabs: 'My Secure Services', 'Account Management', and 'Help'. The main content area has two sub-tabs: 'My Services' and 'Add a New Service'. The 'Add a New Service' tab is active, showing a section titled 'Select an agency below to see a list of services:'. This section contains a list of agencies with blue hyperlinks: 'Board for Volunteer Fire Fighters', 'Community, Trade and Economic Development', 'Consolidated Technology Services', 'Criminal Justice Training Commission', 'Department of Archaeology and Historic Preservation', 'Department of Commerce' (highlighted with a yellow star), 'Department of Ecology', 'Department of Fish and Wildlife', 'Department of Health', 'Department of Information Services', 'Department of Natural Resources', 'Department of Revenue', 'Department of Social and Health Services', 'Department of Transportation', and 'Developer Testing Only'. To the right of the agency list is a 'Service code:' section with a text input field and an 'APPLY' button. Below that is a 'Search services by keywords:' section with a text input field, a dropdown menu set to 'AT LEAST ONE of the words', and a 'SEARCH' button.